

USDA PRIVACY IMPACT ASSESSMENT FORM

Project Name: Research, Education and Economics Information System (REEIS)

Description of Your Program/Project: REEIS is a Congressionally mandated system and was developed in response to the Federal Agriculture Improvement and Reform (FAIR) Act of 1996. The mandate required the development and implementation of a state-of-the-art comprehensive, integrated system for monitoring and evaluating research, education, and extension activities conducted or supported by the USDA. (REEIS) is a source of information on the programs, projects and activities of the USDA and its partner institutions in the areas of food, agriculture and natural resources.

DATA IN THE SYSTEM

1. Generally describe the information to be used in the system in each of the following categories: Customer, Employee, and Other.	REEIS has no need to use information on customers, employees or others. Because of this, it does not collect or retain information on customers, employees or other individual.
2a. What are the sources of the information in the system?	The USDA agencies and other government agencies are the sources of information for REEIS.
2b. What USDA files and databases are used? What is the source agency?	Current Research Information System (CRIS-CSREES), 4H (CSREES), Expanded Food and Nutrition Education Program (EFNEP-CSREES), Food and Agricultural Education Information System (FAEIS-CSREES), and Research Budget Attainment Information System (RBAIS -Forest Service).
2c. What Federal Agencies are providing data for use in the system?	Integrated Postsecondary Education Data System (IPEDS-U.S. Department of Education), and the Survey of Earned Doctorates (SED- National Science Foundation). Census Bureau and Patent and Trademark Office data has been collected from their web sites.
2d. What State and Local Agencies are providing data for use in the system?	None.
2e. From what other third party sources will data be collected?	None.
	No information is collected from the

2f. What information will be collected from the customer/employee?	customer or employee. IP numbers used while accessing the system are used for in monitoring usage statistics by domain (e.g., education, commercial, government).
3a. How will data collected from sources other than the USDA records and the customer be verified for accuracy?	Data is checked against other sources as part of the REEIS QA process. The basis for comparison varies with the source and may be the original online source system, paper reports, subject matter experts, or other external sources.
3b. How will data be checked for completeness?	Data is checked against other sources as part of the REEIS QA process. The basis for comparison varies with the source and may be the original online source system, paper reports, subject matter experts, or other external sources.

ACCESS TO THE DATA

1. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Other)?	System administrators and developers have access to the full set of REEIS data in various stages of development. The public has access to all data in the system except website usage statistics and detailed contact information for members of the REEIS User Group. The last two sets of information can be accessed by user group members with system logons. Provision of the contact information is voluntary.
2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?	Currently, only members of the REEIS User Group and REEIS development organization have logons. With the exception of new development team members, no other logons are being provided until the criteria, procedures, controls and responsibilities that are being documented are completed. In addition, no additional signons will be provided until there is a documented need to expand the capabilities provided to users with logons.
3. Will users have access to all data on the system or will the user's access be restricted? Explain.	Users have access to all data in the system except website usage statistics and detailed contact information for members of the REEIS User Group. The last two sets of information can be accessed by user group members with system logons. Currently, only members of the REEIS User Group and REEIS development organization have logons.
4. What controls are in place to prevent	Access to data is enforced through the security capabilities of the Oracle suite of

the misuse (e.g. browsing, unauthorized use) of data by those having access?	products used to build REEIS. The authorization and provision of system administrator authority is controlled through an administrative process.
5a. Do other systems share data or have access to data in this system? If yes, explain.	No other systems share data with or access data from REEIS. REEIS incorporates data provided as files from other source systems, but there is no connection to any other system.
5b. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface.	The REEIS project manager and security officer are responsible for protecting the privacy rights of the customers and employees.
6a. Will other agencies share data or have access to data in this system (International, Federal, State, Local, Other)?	As a publicly accessible system, other agencies have the same access to the system as any member of the public.
6b. How will the data be used by the agency?	The goal and mandate of REEIS is to provide information for monitoring and evaluating programs, projects and activities of the USDA.
6c. Who is responsible for assuring proper use of the data?	The REEIS project manager and security officer are responsible for protecting the privacy rights of the customers and employees.

ATTRIBUTES OF THE DATA

1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?	The REEIS data collected is relevant and necessary to accomplishing the mandate of providing monitoring, evaluating and information dissemination for USDA programs, projects and activities. Only data relevant to this mandate is used in the system.
2a. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?	No.
2b. Will the new data be placed in the individual's record (customer or employee)?	Not applicable. No new data on individuals is created or derived by REEIS.
2c. Can the system make determinations about customers or employees that would not be possible without the new data?	Not applicable. No new data on individuals is created or derived by REEIS.
2d. How will the new data be verified for relevance and accuracy?	Not applicable. No new data on individuals is created or derived by REEIS.
3a. If data is being consolidated, what controls are in place to protect the data from unauthorized access or use?	Not applicable. No new data on individuals is created or derived by REEIS.
3b. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access? Explain.	Not applicable. No new data on individuals is created or derived by REEIS.
4a. How will the data be retrieved? Can it be retrieved by personal identifier? If yes, explain.	<p>Data is not stored by and therefore cannot be retrieved by unique personal identifier.</p> <p>The data imported from the CRIS system includes the names of principal investigators performing university research projects for the USDA but this is already available directly through the CRIS system.</p> <p>The source data for the SED initially contained names and SSN numbers, but these were removed during initial processing steps. The initial data CD is</p>

	locked in a safe and removed from REEIS development computers. No information on specific individuals is available in SED on REEIS. RBAIS also contains the names of researchers in publications.
4b. What are the potential effects on the due process rights of customers and employees of: <ul style="list-style-type: none"> • consolidation and linkage of files and systems; • derivation of data • accelerated information processing and decision making; • use of new technologies. 	Not applicable. No data on customers or employees is available.
4c. How are the effects to be mitigated?	Not applicable.

MAINTENANCE OF ADMINISTRATIVE CONTROLS

1a. Explain how the system and its use will ensure equitable treatment of customers and employees.	Not applicable. No data on customers or employees is available.
2a. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?	Not applicable. All data is on central servers at one site.
2b. Explain any possibility of disparate treatment of individuals or groups.	Not applicable. No data on individuals or groups is available.
2c. What are the retention periods of data in this system?	REEIS serves as a repository for historical data for several source systems. The retention period varies by source.
2d. What are the procedures for eliminating the data at the end of the retention period? Where are the procedures documented?	REEIS serves as a repository for historical data for several source systems. The procedures will vary by source. At this time, elimination of data is not planned.
2e. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making	REEIS serves as a repository for historical data for several source systems. Historical data does not change.

determinations?	
3a. Is the system using technologies in ways that the USDA has not previously employed (e.g. Caller-ID)?	No.
3b. How does the use of this technology affect customer/employee privacy?	Not applicable.
4a. Will this system provide the capability to identify, locate, and monitor <u>individuals</u> ? If yes, explain.	No.
4b. Will this system provide the capability to identify, locate, and monitor <u>groups of people</u> ? If yes, explain.	No.
4c. What controls will be used to prevent unauthorized monitoring?	Not applicable. The system provides no capability to monitor individuals or groups. Unauthorized monitoring is not possible.
5a. Under which Systems of Record notice (SOR) does the system operate? Provide number and name.	REEIS is not a system of record as it collects data from other available source systems.
5b. If the system is being modified, will the SOR require amendment or revision? Explain.	Not applicable.